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GOVERNMENT OF ODISHA

GENERAL ADMINISTRATION AND PUBLIC GRIEVANCE DEPARTMENT

RESOLUTION

The 20th February 2019

SUBJECT— Restructuring of the District Ministerial Cadre.

The proposal for restructuring of the Odisha Ministerial Service District Cadres and Offices subordinate thereto was under active consideration of the Government for some time past.

After careful consideration, Government have been pleased to restructure the Odisha Ministerial Service District Cadres and Offices subordinate thereto in the following manner:—

1. The existing designation of Junior Clerk and Senior Clerk shall be redesignated as Junior Assistant and Senior Assistant. The post of Junior Assistant shall be the base level post and shall continue as such with the existing sanctioned strength with the same level of pay as per the ORSP Rules, 2017. The post of Senior Assistant shall continue with the existing sanctioned strength with the same level of pay as per the ORSP Rules, 2017. The post of Senior Assistant of the District Offices shall be filled up by way of promotion from amongst the eligible Junior Assistants of respective offices.
2. The existing Junior Clerks and Senior Clerks who have been posted in Revenue Organization or services placed to other departments against posts sanctioned by Revenue Department will be redesignated as Junior Revenue Assistant and Senior Revenue Assistant, respectively. The Junior Clerks (redesignated as Junior Assistants) posted in other Departments may be designated as Junior Assistants suffixed with the name of the Department concerned (or abbreviated name of the Department).

For example, Junior Assistants posted in Health Department offices of the District Cadre shall be designated as Junior Assistant (H. & F.W.), those in the Agriculture & Farmers' Empowerment Department shall be designated as Junior Assistant (Agriculture & F.E.) and so on. This designation will continue up to the Senior Assistant level. There will be no mention of Department name once the Senior Clerk (redesignated as Senior Assistant) gets promoted to the post of Head Clerk (Redesignated as Section Officer).

3. The next level promotional post of Head Clerk shall be redesignated as Section Officer with same level of pay as per ORSP Rules, 2017. The existing sanctioned strength of the post of Head Clerk redesignated as Section Officer shall be reduced by 671 (six hundred seventy-one) by way of abolition of equal number of posts from the existing cadre strength of 2,599 (two thousand five hundred ninety-nine) in order to create better promotional avenues in subsequent promotional ranks. After abolition, the cadre strength of Section Officer shall stand at 1,928 (one thousand nine hundred twenty-eight).
4. The Departments of the District Cadre will submit requisition to Collector for recruitment for vacancies against Group-C District Cadre Ministerial Officers. The Collector will consolidate the requirements and submit requisition for recruitment to the Odisha Subordinate Staff Selection Commission, Odisha (OSSSC), who in turn will submit the select list after following due recruitment procedure, to the Collector against the number of vacancies. Collector will allocate selected candidates to the offices as per the merit list strictly in compliance to the GAD Resolution No.14327, dated the 4th July 2017 (principle for first posting of all newly recruits under the State Government). There will be a single merit list prepared by the OSSSC for all the successful candidates for each district which will be treated as the gradation list.
5. The existing designation of the posts of Office Superintendent wherever exists shall be redesignated as Establishment Officer (E.O.) with same level of pay. The existing strength of Establishment Officer in the District Ministerial Cadre is 34 (thirty-four) and additional 593 (five hundred ninety-three) posts of Establishment Officer will be created in the same level of pay. The new strength of Establishment Officer shall stand at 627 (six hundred twenty-seven).
6. A new promotional rank of Senior Establishment Officer (Sr. E.O.) shall be created with Pay Level-11 of Pay Matrix as per ORSP Rules, 2017 to provide better promotional avenues in the District Cadre Offices. Newly 78 (seventy-eight) Senior Establishment Officer posts shall be created.

7. The posts of Office Superintendent [redesignated as Establishment Officer (E.O.)] and newly created posts of Senior Establishment Officer (Sr. E.O.) will have no suffix to identify the Department/Office where the employee is posted.
8. In order to open better promotion prospects and to avoid stagnation in the cadre, a common cadre will be created at the level of Establishment Officer (E.O.) and above (including the post of Senior Establishment Officer). Collector of the concerned district will be the Cadre Controlling Authority. Basing on the vacancies/ administrative requirement, the Collector will make transfer/ posting of the E.O. and Sr. E.O. irrespective of the offices they were initially posted as Junior Clerks (Junior Assistant). The select/merit list prepared by the relevant recruitment agency for entry in to the service as Jr. Asst. shall be the factor for determination of *inter se* seniority for preparation of common gradation list of Section Officers for consideration of promotion to the rank of Establishment Officer. The post of Senior Establishment Officer shall be filled up by way of promotion from amongst Establishment Officers.

However, in case of non-availability of relevant select/merit list in old cases, the date of entry in to the service as Jr. Asst. shall be the factor for determination of *inter se* seniority for preparation of common gradation list of Section Officers, Establishment Officers and Senior Establishment Officer. In case, the date of joining of two or more officers becomes the same, the officer older in age will be assigned higher position in the gradation list over the other.
9. There shall be 1 (one) year of minimum residency period for consideration of promotion to the next higher rank at each level, i.e. from Section Officer to Establishment Officer & Establishment Officer to Senior Establishment Officer. The post of Senior Establishment Officer shall be filled up from among the Establishment Officer on the basis of merit and suitability with due regard to seniority.
10. The principles of reservation in the entry grade and all promotional levels shall be as per the existing ACTs and Rules followed for entry level post and promotional posts.
11. The abolition and creation of posts at different level in each district shall be made proportionately. The required abolition and creation of posts in different offices in the District Ministerial Cadre shall be co-ordinated by the concerned Collector of the district.

12. Consequent upon restructure, the existing designation of Junior Clerk, Senior Clerk, Head Clerk and Office Superintendent shall stand abolished and redesignated.

After restructuring, the total cadre strength (sanctioned for the district) will remain unaltered. The detailed cadre strength in different posts in District Ministerial Cadre shall be as per the following table :—

Sl. No.	Existing Posts	Redesignated as	Level of pay as per Pay Matrix	Existing sanctioned strength	New Cadre strength after restructuring	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Junior Clerk	Junior Assistant	Level-4 (GP-1900)	15,668	15,668 (100%)	Unchanged
2	Senior Clerk	Senior Assistant	Level-7 (GP-2400)	7,545	7,545 (48%)	Unchanged
3	Head Clerk	Section Officer (S.O.)	Level-9 (GP-4200)	2,,599	1,928 (12%)	- 671
4	Office Superintendent	Establishment Officer (E.O.)	Level-10 (GP-4600)	34	627 (4%)	+ 593
5	..	Senior Establishment Officer (Sr. E.O.)	Level-11 (GP-4800)	..	78 (0.5%)	New + 78
Total ..				25,846	25,846	

13. Necessary amendments are being made in the Odisha Ministerial Services (Method of Recruitment to the Post of Junior Clerk in the District Offices) Rules, 1995.

14. This will come into effect from the date of issue of the Resolution.

By order of the Governor

GIRISH S. N.

Special Secretary to Government